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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 17 March 1955

FROM : Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:

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b. Supply Training: (continued item)

(1) The Supply Division's Training Coordinator is visiting [redacted] to observe the progress being made in that portion of the Supply Division phase of the Sixth Logistics Support Course. Attention was given also to evaluating the possibility of reducing the time spent at [redacted] in order to permit the utilization of more time at headquarters. This time would be used for student practical problems in connection with formal lectures.

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(2) A member of the FE Division scheduled for overseas assignment is receiving orientation and briefing on the mission, functions, and responsibilities of the Supply Division. Particular emphasis is being placed upon warehousing procedures and records keeping.

2. PROJECTS AND STUDIES IN PROCESS:a. Requirements Forecast: (continued item)(1) Requirements Forecast, FY 1956 and FY 1957:

Machine listings of gross requirements and costs received from the Machine Records Division have been processed to identify machine codes with appropriate forecasting echelon, project, and similar data. Copies of such listings have been submitted to the Area Divisions, OTR, [redacted] and TSS. Extracts of requirements appearing in the special Commo, Medical, and TSS forecast sections are now being prepared for submission to the staffs concerned.

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c. Supply Regulations: (continued item)

- 25X1A (1) [REDACTED] A member of the Supply Division is jointly editorially reviewing this handbook with Regulations Control Staff. Every effort is being made to have this handbook expeditiously issued in conformity with the manner recommended by the Inspector General.
- 25X1A (2) [REDACTED] Detached Station Supply Procedures: A member of the Supply Division is jointly editorially reviewing this handbook with Regulations Control Staff. Every effort is being made to have this handbook expeditiously issued in conformity with the manner recommended by the Inspector General.
- 25X1A (3) [REDACTED] Replacement Standards for Administrative Equipment: Work on this regulation is temporarily suspended.
- 25X1A (4) [REDACTED] These proposed regulatory issuances are in process of re-evaluation in conformance with the recommendations of AS/OL. It is believed that they will have to be re-drafted.
- 25X1A (5) [REDACTED] The initial draft of this proposed publication is still under review.
- 25X1A (6) [REDACTED] Material Caching: This proposed regulation has been forwarded to AS/OL for policy and administrative review and approval prior to being sent out for formal working level coordination.
- 25X1A (7) [REDACTED] Quarters Furniture and Furnishings: This proposed regulation is under administrative and policy review by AS/OL. Upon completion of this review and reconciliation of any proposed changes, it will be sent out for working level coordination.
- (8) Draft copies of instructions for the preparation and use of "Shipping Document," Form No. 291, which were distributed to Transportation Division and internally within the Supply Division, will be evaluated and finalized at a joint meeting of interested parties tentatively scheduled for 17 March 1955.
- 25X1A (9) [REDACTED] Serialization of Supply and Equipment: Proposed headquarters and [REDACTED], Supply Accounting, will be incorporated in proposed changes to the respective regulations.

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b. Safe Files: (continued item)

There are 69 legal size safe filing cabinets in stock and 307 due out. No change in procurement status of new safe files.

c. European Trip: (continued item)

A dispatch has been sent to the [REDACTED] querying them as to their capability to implement the financial property accounting procedures. The team originally scheduled for dispatch to the [REDACTED] will be sent to [REDACTED] upon receipt of an affirmative reply and the determination of a mutually acceptable date. Implementation of financial property accounting procedures within the [REDACTED] will be scheduled at a later date.

d. Consolidated Memorandum Receipts on Detached Stations: (continued item)

Three (3) CMR's comprising 264 line items were prepared and dispatched to field stations. The semi-annual CMR, with receipt report listing 377 line items of local procurement, has been received from the [REDACTED] leaving a balance of seventeen (17) to be returned by field stations.

e. Surplus Property: (continued item)

Fifty (50) line items of surplus property were disposed of through three separate outlets.

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g. Review of Average Price Listings: (new and continued item)

An average price computation listing has been received from Machine Records Division for review and determination of correct unit price. Service Stock Numbered prices are indicated, where available, for items in Materiel Groups I, Ordnance, Ammunition and [REDACTED] supplies; II, Transportation and Air Equipment; VI, Medical Supplies; and VII, General and Administrative Supplies. These prices are accepted as the retained price except in those cases where it is found to be impractical. It is anticipated that this review and designation of desired prices will be completed not later than 21 March 1955.

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h. Supply Support for Generators [REDACTED] (new and Completed item)

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A dispatch has been prepared for transmittal to the Chief of the [REDACTED] informing him that the generators for his installation will include a complete set of maintenance spares packaged with the units. These spares are sufficient to support a minimum of one year heavy standby operations. He is further being advised that replacement spares will be stocked in Headquarters and furnished against requisitions indicating use from the packaged items.

i. Packaging of Small or Partial Shipments to Overseas Consignees:
(New and completed item)

A firm policy relative to the packaging of small items and partial shipments for shipment to overseas consignees has been mutually agreed on between Transportation Division, [REDACTED] and Supply Division. This policy in substance provides for sending small shipments through APO channels, and for consolidating small shipments where APO facilities are not available. A detailed procedure will be published shortly.

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j. Flexoline File for Maintenance of Limited Standard and Obsolete Items:

A Flexoline File of limited standard and obsolete items, listed in stock number sequence and showing interchangeability or replacement data, has been established to permit ready identification of such items for deletion from IBM stock status listings upon exhaustion of stocks.

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25X1A k. Visit to [REDACTED] (new and completed item)

25X1A On 26 February, the Deputy Director of Central Intelligence visited the [REDACTED]. He was particularly interested in administration and operations. Indications are that he was pleased with what he observed.

25X1A 1. Field Visit to [REDACTED] (new and completed item)

On 14 March, a member of the Division departed on sixty to ninety days temporary duty to instruct [REDACTED] procedures.

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4. MAJOR PROBLEMS:

None

5. MAJOR OBJECTIVES:

Current status of Division objectives reported to Technical Review and Policy Staff on 4 February.

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OL/SD/TJD:dmg:adeg (17 Mar 55)

Distribution:

Orig & 4 - Addressee

1 - SD official file

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